

EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400
<http://www.tempe.gov>
Committed to Equal Opportunity and Reasonable Accommodation



CITY AUDITOR **(Internal Audit Office / City Manager's Office)** **Recruitment Code #: 900063**

OPENING DATE: February 24, 2012

CLOSING DATE: March 23, 2012

ANNUAL SALARY RANGE
\$96,232 - \$129,913

This position is FLSA Exempt – ineligible for overtime compensation and/or compensatory time.

This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

In addition to completing the City of Tempe application, applicants must complete the attached supplemental questionnaire.

An incomplete application and/or supplemental questionnaire will result in being disqualified from further consideration.

MINIMUM QUALIFICATIONS

Education:

Requires a Bachelor's degree from an accredited college or university with major course work in accounting, auditing or a degree related to the core functions of this position. A Master's degree is preferred.

Work Experience:

Requires eight years of increasingly responsible full-time professional experience in internal auditing, public accounting or directly related experience.

Candidates must have the minimum amount of work experience. Education will not substitute for the required work experience; however, related unpaid and / or volunteer work experience may be used as qualifying work experience.

Licenses/Certifications:

Certification as a Certified Public Accountant, Certified Management Accountant or Certified Internal Auditor is preferred.

ADDITIONAL REQUIREMENTS

Continuation of employment is contingent upon passing an FBI background investigation. If requesting veteran's preference, the appropriate DD214 must be attached at the time of application.

REPRESENTATIVE DUTIES

For the complete job description go to: <http://www.tempe.gov/jims>

- Supervise the development of work procedures created by employees who perform the work.
- Supervise the development of short and long-range objectives for the Internal Audit Office which are aligned with the City's overall mission and vision.
- Analyze the needs of the Internal Audit Office; develop and manage the budget accordingly, making the most efficient use of resources.

- Review the work of the Internal Audit staff, provide and elicit 360° feedback on work performed through the performance planning system.
- Perform audits of various City departments, programs and systems to determine effectiveness of internal control structures, program compliance, financial compliance and operational and program efficiency and effectiveness, in light of the City's stated mission and vision; examine departmental operations and reports to determine compliance with applicable ordinances, regulations, and contracts.
- Perform audits of books and records of contractors and other entities working under agreement with the City.
- Initiate, review and prepare a variety of audit planning and reporting models including a City-wide audit plan, a year end audit report and periodic City-wide risk assessments; gather and analyze data as necessary.
- Determine violations and non-compliance detect and explain significant irregularities; recommend effective corrective measures and follow-up on the implementation of corrective measures.
- Appraise corrective action taken to improve deficient conditions.
- Prepare and present formal written audit reports for delivery to the Assistant City Manager which include findings and recommendations for the correction of operational deficiencies, procedures and practices.
- Perform special audit investigations as required by the Assistant City Manager.
- Communicates with the City Council, general public, other City employees, vendors, management, contractors, and public officials in order to plan and explain the audit function, coordinate operations, report audit results, and clarify recommendations and details for implementation.
- Select and supervise staff; work with employees to correct deficiencies; establish schedules and methods for work procedures; ensure adherence to proper workgroup procedures and policies; and if necessary, implement discipline procedures.
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLog as an electronic dialogue tool and communication resource for transparent documentation.
- Perform related duties as assigned.

SELECTION CRITERIA

An official City of Tempe application must be filled out in order to be considered for this position. Incomplete applications or supplemental forms will result in being disqualified from further consideration. Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.

LAL

CITY AUDITOR
Supplemental Questionnaire



Recruitment Code #: **900063**

Name (Last, First, Middle Initial): _____

Date: _____

Best Daytime Contact Number: _____

The supplemental is designed to allow you an opportunity to highlight your professional experience as it relates to each area of responsibility that may be associated with our City Auditor position.

Since this is part of the selection process, it is to your advantage to fully and accurately provide the information requested. You may attach separate sheets with your answers.

INSTRUCTIONS:

Each answer should be typed and doubled spaced.

Along with each response, please include the following when discussing your experience:

- Your employer(s) name
- Your job title(s) at the time
- Overall length of experience in years / months for each respective area

1. Describe your professional experience in the public sector area.
2. Describe your work experience in the area of auditing including systems, processes and financial records.
3. Describe your level of management experience, including the number of years.



City of Tempe / Application for Employment

APPLY AT: City of Tempe / Human Resources / 20 East Sixth Street / Tempe AZ 85281 / (480) 350-8276 / TDD (480) 350-8400 / <http://www.tempe.gov/hr>

The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.

The City of Tempe Promotes a Drug and Alcohol Free Workplace.

DIRECTIONS:

Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly. Sign this application and all other forms. Applications must be received by Human Resources no later than 5:00 p.m. on the closing date.

1. Position Applying For: _____ Recruitment Code (RC#): _____
2. Name (Last, First, Middle Initial): _____
3. Last 4 Digits of Social Security #: _____ Email Address: _____
4. Mailing Address: _____
Street City State Zip
5. Phone Number: BEST CONTACT # _____ ALTERNATE #: _____
6. Valid Driver's License ☐ Yes ☐ No
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? ☐ Yes ☐ No
8. Have you ever worked for the City of Tempe? ☐ Yes ☐ No If Yes, from _____ (Mo/Yr) to _____ (Mo/Yr)
If you are a current City of Tempe employee, are you: ☐ Temporary? ☐ Regular?
Have you completed your initial probationary period? ☐ Yes ☐ No If yes, when _____
9. Type of position you will accept: ☐ Full Time ☐ Part Time ☐ Regular ☐ Temporary
10. Do you have a High School Diploma or equivalent? ☐ Yes ☐ No If no, highest grade completed: _____
11. May we contact your current employer if you are considered for hire/promotion? ☐ Yes ☐ No

If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at time of application.

DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE

Q ☐ NQ ☐ A ☐ B ☐ C ☐

HR Review ☐ _____ Date _____ Department Review ☐ _____ Date _____

Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.

12. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

13. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

14. Professional Registration(s), License(s), and/or Certification(s) you possess ***that relate to this position:***

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

15. Special training ***that relates to this position:***

16. List computer software program(s) with which you are proficient in operating ***that relate to this position:***

17. List equipment with which you are proficient in operating ***that relate to this position:***

18. Language Proficiency (Other than English):

You may make copies and use as many of these sheets as necessary to continue your employment history.

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years or any additional relevant experience. Your qualifications will be evaluated ***solely*** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

DO NOT WRITE "SEE RESUME" OR "SEE ATTACHED" IN THE SPACES BELOW.

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

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Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

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City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

19. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee?

☐ Yes ☐ No If Yes, indicate his/her Name, Position and Relationship to you:

20. Have you ever been terminated for cause or forced to resign from a position for misconduct or unsatisfactory service?

☐ Yes ☐ No If Yes, please explain:

21. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.

☐ Yes ☐ No If Yes, provide charges, dates and locations:

Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered. Please answer this question completely. All offers of employment and continued employment are subject to a complete review of any criminal convictions. Your fingerprints will be sent to state and federal law enforcement agencies (DPS and FBI).

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from city service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

Print Applicant's Name: _____

Applicant Signature: _____ Date: _____

The City of Tempe does not accept faxed or emailed copies of applications.



Optional Employment Data Record

Completing ethnicity, gender, and age information is **OPTIONAL**; it is used for statistical reporting purposes only. It is **NOT** disclosed to the hiring department.

Position Applied for: _____ RC#: _____

Name: _____ Date: _____
Last First

Gender: ☐ Female ☐ Male

Ethnic Group:

- ☐ White (not Has/Latino Origin)
- ☐ Black/AFAM (not Has/LT Origin)
- ☐ Hispanic/Latino
- ☐ Asian
- ☐ American Indian/Alaska Native
- ☐ Native Hawaiian/Oth Pac Island
- ☐ Two or More Races

Age Group:

- ☐ 16 and under
- ☐ 17 – 20
- ☐ 21 – 29
- ☐ 30 – 39
- ☐ 40 +

How did you hear about this position: _____